

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



Human Resources Dept.
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Agnes Gonzalez	Ida Riggins	Russell Eleck	Jolie George	Brandy McDaniels	Andrew Mike
Tribal Chairperson	Tribal Vice Chairman	Recording Secretary	Tribal Secretary	Tribal Treasurer	Sgt.-At-Arms

Position Title: Account Receivable/Payables Assistant
Department: Finance
Reports to: Chief Financial Officer
Classification: Non-Exempt/Full Time
Pay: \$18.00 - \$25.00
Open until filled

SUMMARY:

Responsible for properly performing all financial activities related to the PRT Accounts Receivables/Payables Assistant in accordance with established policies, procedures, and controls.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Ensures that payments are maintained for all accounts and that the billing process and follow-up are completed in a timely manner, in accordance with established policies and procedures
- Researches all invoices which require payments; enter the necessary information into computer
- Accounts for invoices in excess of One Thousand Dollars (\$1,000) on financial statements.
- Advises management and respective vendors when an invoice has not been authorized for payment, researches same, and remedies situation.
- Communicates with all of the departments with respect to invoices, expense reports, customer damages, etc
- Organizes pending Purchase Orders and Requests for Capital Appropriations.
- Facilitates the flow of information by attending regularly scheduled departmental meetings.
- Held to high degree accountability for the accuracy and thoroughness of departmental records and reports; files departmental records and reports
- Responsible for maintaining a consistent, regular attendance record. Limits outstanding Accounts Receivable and prevents losses to the company by maximizing cash flow and increasing profitability.

- Develops departmental policies and procedures to increase productivity, training Accounts Receivable employees, as necessary.
- Organizes and maintains filing system for Accounts Receivable.
- Facilitates the flow of information throughout the property by organizing and presiding over regularly scheduled meetings with all Accounts Receivable Employees.
- Responsible for maintaining a consistent, regular attendance record.

QUALIFICATION REQUIREMENTS:

In order to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualification:

1. High School Diploma or equivalent (GED) required; Community College or University degree preferred.
2. Some college courses in Accounting, or related area, preferred.
3. Experience with computers and word processing (Microsoft Word/Excel);
4. Must be familiar with standard office procedures and equipment (i.e., copier, fax, postage machine, etc.);
5. Must be able to manage several priorities simultaneously and meet deadlines;
6. Must have excellent oral and written communication skills.

SPECIAL QUALIFICATIONS:

Must possess effective communication and organizational skills. A minimum of one year of experience in Accounts Receivable, Accounts Payables with a concentration on credit and collection laws and billing procedures required. Must be computer-literate.

LANGUAGE SKILLS:

Ability to apply commonsense understanding to carry out a variety of instructions furnished in written, oral or diagram form. Ability to respond to common inquiries or complaints from customers. Ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide into all units of measure, using whole numbers, common fractions, and decimals.

Working Conditions:

Work is performed in a small office with limited storage, filing and work space. Frequent interruptions may occur from staff and community members.

Working Environment:

The environment involves the usual risks and stress of an office environment.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice

Requirements:

- Adhere to all PRT policies
- Must submit to a criminal background check.

Note: This position requires awareness **and** deep appreciation of Indian traditions, customs, and socioeconomic needs. It requires the ability, at all times, to meet and deal effectively in contact with Indian people and organizations. This position requires tact, courtesy, confidentiality, discretions, resourcefulness, and sound judgment in handling sensitive issues.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color, religion, sex, age, national origin, marital status, ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability.

Native Preference: Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

Acknowledgment: This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and this position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any conditions of the Employee's job, is intended to create a contract of employment of any type.

The Pit River Tribe (PRT) job description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

Applications and Job descriptions: can be downloaded from the Pit River Tribe website at <http://pitrivertribe.org/tribal-employment/> or from the HR Department at Tribal Administration. All applications must be completely filled out, legible, and with reliable contact information, including your email address if available. Incomplete applications will not be considered. For supervisory, management, or Director positions, it is helpful to include a current resume and cover letter articulating why you would like to work for the Pit River Tribe and how you feel you can best serve in the position opening.

Contact:

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